# Examview Test Creation for Online Testing

1. Contact me to make you a folder on Student Apps in Examview Tests. This gives you a specific place to store your tests and gives students access to the test when they take it online. I can also send you Excel spreadsheets of your student rosters to upload into the Examview Manager.
2. Set up your classes in the Examview Manager by Importing the Excel Spreadsheets that I sent you.
   1. Start a New Class
   2. Name your Class
   3. File – Import – Class Roster from Text
   4. Browse to File
   5. Drag Source Text Fields to the Proper Place (i.e., ID # in Student ID, Student Name in Student Name, etc.)
   6. Follow rest of Defaults. Save field definitions, if preferred.
   7. Do this for each of your classes. You may want to add a Test User (you) in one of your classes to take the test in Examview Player to make sure everything is OK before students take it.
3. Create test in Examview Generator. You can use test bank and/or create your own test. Edit, if necessary and save in Student Apps-Examview Tests-Your Folder.
4. File-Publish to LAN and be sure to save it under Student Apps-Examview Tests-Your Folder
5. In Examview Manager
   1. Open Class taking Test
   2. Create New Assignment
   3. Name the Assignment
   4. Check Online Test delivered over LAN and Next
   5. Browse to Test in Student Apps-Examview Tests – Your Folder
   6. Read over the next options and make your choices.